

**South Dakota National Guard  
Service Member & Family Support  
Family Readiness and Youth Program Awards**

**2012**

**Volunteer Awards Packet**

## **Family Readiness Volunteer Awards General Information**

The Service Member and Family Support - Family Readiness and Youth Programs recognize the importance of volunteers to the success of our program. In order to recognize our truly outstanding volunteers and organizations that support Family Readiness operations annually within our units, state, and communities, we are offering a variety of awards.

Army Guard nominations for 2012 will be submitted to the State Family Program Office in Rapid City. Send Attention: SFRSA, Lynn Wright. Air Guard nominations for 2012 will be submitted to the Airman & Family Readiness Office in Sioux Falls. Deadline for submissions is **January 15, 2013**. In the absence of a State Service Member & Family Support (SMFS) – Family Readiness Workshop in 2013, awards (furnished by SMFS) will be presented at unit functions by the unit.

Anyone can nominate for the awards listed beginning on page 3 of this Awards Packet except for the Youth Award. Refer any youth recommendations to SMFS Youth Staff.

Commands will be notified of all nominations and award recipients. A Letter of Appreciation will be sent to all nominees and recipients.

Nomination packets must include as a minimum the nomination worksheet (Appendix B, page 6 of this packet). Pictures, newspaper articles, letters of recommendation and anything which would enhance the packet may also be included.

Please contact the State SMFS -Family Readiness Office if you have questions or need assistance at 605-737-6089/6310 or 357-2970 - we have examples available.

Direct questions regarding Air Guard nominations to the Airman & Family Readiness Program Manager at 605-988-5962 or email at [nicole.wajer@ang.af.mil](mailto:nicole.wajer@ang.af.mil)

## **Family Readiness Volunteer Awards**

The following general criteria apply to all Family Readiness Volunteer awards except the Family Readiness Community Purple Award and the Unit Award: (Please note: Depending on the situation, all criteria below may not apply to every award)

1. Show the level of participation to the South Dakota National Guard (SDNG) Family Readiness or Youth Program by activities that nominee(s) has/have attended or organized. (can include any recognition they have received, certificates, newspaper articles, newsletters, pictures showing their involvement in Family or Youth Program activities.)
2. Provide number of years involved in the Family Readiness or Youth Program.
3. Show positions held or involvement in the Family Readiness or Youth Program at the unit or higher levels, if applicable.
4. Use bullet comments describing how their efforts have impacted the Family Readiness or Youth Program within their unit or at the state level (developed unit program, recruited volunteers, etc)
5. Use bullet comments to show their community involvement (optional).

### **Other optional information that can be included with awards**

1. Family Readiness Group newsletter
2. Pictures
3. Letters of recommendation from unit commander or other unit leadership

The following specific criteria apply to below listed Family Readiness Volunteer and Youth Program awards.

- a. **Family of the Year Award** (2 recipients)  
Presented to any active or retired SDNG member and their family (2 or more people constitute a Family) that shows outstanding and exceptional service to the SMFS - Family Readiness Program. One Air Guard and one Army Guard Family recipient will be selected.
- b. **Volunteer of the Year Award** (2 recipients)  
Presented to one Army and one Air Guard Adult Statutory Volunteer that has shown outstanding and exceptional service to the SMFS Family Readiness Program. (A Statutory volunteer has a volunteer agreement signed and on file at the state office or the Airman & Family Readiness Office at the Air Guard)
- c. **Military Member of the Year Award** (2 recipients)  
Presented to one Air Guard and one Army Guard actively drilling military member that shows outstanding and exceptional service to the SMFS- Family Readiness Program. Their knowledge and assistance has aided with the progression of Family Readiness within their unit and/or the state.
- d. **Extra Mile Award (Retiree)** (1 recipient)  
Presented to one Air Guard or one Army Guard retiree who distinguishes themselves with outstanding and exceptional service to the SDNG Family Readiness Program by continuing to serve through volunteering.
- e. **Family Program Community Purple Award** (1 recipient)  
Presented to a community group or organization that best exemplifies “the Purple concept” of the Joint Family Program by working with both Air and Army Guard. (Purple means Air and Army jointly)
- f. **The Gold Award** (1 recipient)  
Presented to a person (can be retired military member from any branch of service or non military person) showing long-term, consistent, and dedicated support volunteering with the SDNG Family Readiness Program and within their community.
- g. **Youth Volunteer Award**  
Nomination of this award will be made by SMFS Youth Staff and selection made by the Award Selection Committee, however, input is welcome for recommendation of a deserving youth. Please contact the SMFS Youth Staff at 605-737-6919 / 787-3312. This award will be presented to Youth who exhibit exemplary commitment to and support of the National Guard Youth Program.
- h. **Youth Development Volunteer Award** (1 recipient)  
Presented to any adult Youth Program volunteer, regardless of military affiliation who has made a significant impact in the development and support of the SDNG Youth Program mission through:
  - 1. Participation in major Youth Program activities and events (i.e. Youth and Teen Camp, State Youth Symposium, and Deployment Cycle events);
  - 2. Role model for military youth.
  - 3. Involvement in recruiting Youth Program adult and youth volunteers.

i. **Unit of the Year Award** (2 recipients)

Presented to both an Air Guard and Army Guard Unit that shows outstanding and exceptional dedication to the development and progression of Family Readiness within their unit:

**1. General Unit Criteria (applies to both Army and Air)**

- a. Creates a unit environment where family members feel welcome and encouraged to participate in unit activities and events.
- b. Encourages and supports service and family member attendance at Family Readiness Training (i.e. Unit Rep & Volunteer trainings, State Family Readiness Workshop, Deployment Cycle Events).
- c. Demonstrates family advocacy through continual education of Families about programs, resources and benefits available to them.
- d. Timely and supportive response to FRG volunteers helping them to maintain the commander's Family Readiness program within their unit.

**2. Army Guard Specific Criteria**

- a. Maintains unit overall Family Readiness criteria at a minimum of 85%
- b. Family Readiness criteria as follows:
  1. Completed and current Family Readiness Plan (Sanction)
  2. Duty appointments for FRG leader and military Unit Representative
  3. Completed Family member Phone Tree and email distribution list
  4. Training held for Commander, Unit Rep and Lead Volunteer
  5. Regularly published FRG newsletter
  6. Two Family Resiliency Classes conducted per year

**3. Air Guard Specific Criteria**

- a. Commanders empower volunteers in the Key Spouse Program or who actively participate with the Family Volunteer Group to assist with informing, supporting, educating, referring and resourcing Service and Family members
- b. Through collaboration, Commanders, Airman & Family Readiness Office and Key volunteers ensure the well-being of military Families.

## Appendix A: Information and Tips for Success

### Information:

- Self - nominations will **NOT** be accepted.
- National Guard SMFS-Family Readiness Paid staff is **NOT** eligible.
- All items /criteria may not apply to all nominations;

### Tips for Success:

- Include at least two (2) references **for** the nominee(s).
- Show examples of community involvement (i.e. Scouting, Habitat for Humanity, Red Cross, Performing Arts, etc.) in the past year.
- List detailed examples of Family Readiness activities (i.e. holiday parties, homecoming activities, ceremonies, family day, drill bake sale, leadership roles, support unit Soldier Readiness Processing Exercise(s), publish FRG newsletter, etc.) in the past year.
- Use bullet comments to show how the nominee has made a positive impact on the unit.
- Ensure/encourage nominees for Family of the Year, Volunteer of the Year, and Youth Volunteer of the Year to log hours on the [joinservicesupport.org](http://joinservicesupport.org) site under activity tracking.

**A bullet comment is a short summary of the key point that you want to make, for example,**

- Organized unit and family Christmas Party – 30 families attended
- Published FRG quarterly newsletter, sent to 75 soldiers and their families
- Called 10 new families for FRG unit sponsorship program
- Counselor at Youth Leadership Camp for Blue Group
- Member of local community's City Council
- Usher at local Church
- Girl Scout Troop Leader for Troop of 20 girls
- Helped tested FRG phone tree – contacted 16 families

If additional space is needed for any section of the award, attach an additional sheet.

Nominees may be spouses, parents, adult children, siblings, grandparents, aunts/uncles, friends and community members.

Please contact the State SMFS -Family Readiness Office if you have questions or need assistance at 605-737-6089/6310 or 357-2970.

Please contact the Airman & Family Readiness Program Manager if you have questions regarding Air Guard nominations at 605-988-5962 or email at [nicole.wajer@ang.af.mil](mailto:nicole.wajer@ang.af.mil)

Appendix B: Nomination Worksheet

(Please use one form per nominee / **Please print or type**)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. Please select an award category:

a. Family of the Year Award

☐ Air recipient

☐ Army recipient

b. Family Member of the Year Award

☐ Air recipient

☐ Army recipient

c. Military Member of the Year Award

☐ Air recipient

☐ Army recipient

d. Extra Mile Award

☐ Air recipient

☐ Army recipient

e. Family Program Community Purple Award

☐

f. The Gold Award

☐

g. Youth Development Volunteer Award

☐

h. Unit of the Year Award

☐

2. Nominee:

(Name, Email Address, Mailing Address, & Daytime Phone Number)

3. **Unit / Wing:** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_

4. **Nominator:**

(Name, Email Address, Mailing Address, & Daytime Phone Number)

5. I am nominating the above mentioned person/group for the following reasons:

**(Complete a - f for Family of the Year, Volunteer of the Year, Youth Volunteer, Military Member of the Year)**

**(Complete a and d - f for the Extra Mile, Gold and Youth Development Volunteer Award; b and c may also apply)**

a. Indicate number of years as a SD National Guard Family Readiness Volunteer? \_\_\_\_\_

b. Positions held within Family Readiness or Youth Program at the unit and/or higher level?

**(check all that apply)**

☐ FRG Leader    ☐ Treasurer    ☐ Volunteer Action Committee    ☐ Youth Program  
☐ Newsletter    ☐ Key Spouse    ☐ Phone Tree Caller    ☐ Unit Military Rep  
☐ Air Family Volunteer Group    ☐ State Family Readiness Advisory Council  
☐ Other, please list:

c. Participation in the Family or Youth Program? (Conference/workshop, training attended, activities participated in, organized or attended, etc. at the unit or higher levels.)

**(check all that apply)**

☐ Basic Volunteer Trng    ☐ Advanced Vol Trng    ☐ FRG Lead Vol Trng    ☐ Treasurer  
☐ State Family Readiness Workshop    ☐ National Family Readiness Workshop  
☐ Youth Symposium    ☐ Youth Camp    ☐ Unit Military Rep  
☐ Other, please list:



d. Use bullet comments describing how their efforts have impacted the Family Readiness or Youth Program within their unit or state (planned events, developed programs, camps, recruited volunteers, etc.) Show **family** involvement *for the Family of the Year award*.

e. List previous recognition (awards) received for involvement with the Family Readiness or Youth Program:

f. List community involvement with other organizations: (optional)

6. **For the Family Program Community Purple Award** complete the following:

"I am nominating the following community group or organization that best exemplifies "the Purple concept" of the Joint Family Program by working with both Army and Air Guard for the Following reasons..." (use bullet comments to give examples showing how the group or organization deserve this recognition)

7. **For the Unit of the Year Award** complete the following:

Presented to the Air and Army Guard Unit that shows outstanding and exceptional dedication to the development and progression of Family Readiness within their unit by:

- a. ***For Army:*** Has the unit maintained their unit Family Readiness criteria at the minimum of 85%      **YES** \_\_\_\_      **NO** \_\_\_\_

***For Air:*** Commander has empowered volunteers involved in the Key Spouse Program or the Family Volunteer Group to educate, inform, and support Service and Family members      **YES** \_\_\_\_      **NO** \_\_\_\_

- b. Use bullet comments that show how the unit has created an environment where family members feel welcome and encouraged to participate in unit activities and events.

- c. How many service and family members have attended state Family Readiness Training and what training did they attend?

- d. Use bullet comments to give examples of how the unit has demonstrated family advocacy through continual education of families about programs, resources, and benefits available to them.

- e. Use bullet comments to show how the unit is timely in their support and responsiveness to FRG volunteers to aid them in the maintenance of the Commander's Family Readiness Program within their unit.

8. References for the nominee(s):

- (1) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Contact information
- (2) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Contact information

9. Statement of accuracy.

I, the undersigned, certify that the information contained in this form is, to the best of my knowledge, complete and accurate.

\_\_\_\_\_  
(Signature of Nominator)

## **Appendix C: Rating Information**

All nominations will be rated in the following areas. Rating will be done on a scale of 0 to 25; twenty-five (25) being the highest possible points.

Whole and half point increments may be used to calculate. (i.e. .5, 1, 1.5)

### **Twenty-five (25) Points may be awarded for:**

- A fully completed typed/printed nomination form.
- A form completed and turned in by due date.
- A nomination that depicts the award criteria and demonstrates the nominee's impact within their unit, community, and/or the state Family Readiness or Youth Program.
- Provides references.
- All examples need to be for the calendar year, January 1, 2012 to Present. (Examples outside the fiscal year will not be included in the rating, except for the "Gold Award.")

### **FIVE (5) Points or less will be awarded for:**

- A nomination that shows facts, some examples, but does not necessarily show impact of actions.

### **ONE (1) Point will be awarded for:**

- A nomination form lacking examples, and not enough data to warrant award.

### **A "No Go" will be awarded for:**

- Late nomination form.
- Incomplete and non verifiable information within the form.
- Lack of references.

**Appendix C: Award Rating Form – Maximum 25 points**

Criteria	Possible Points	Awarded	Comments
Nominee			
Date        /        /			
On Time	GO or NO GO		
Printed, typed, neat, complete nomination (includes references)	GO or NO GO		
Shows Guard Volunteer Participation or Work	0 – 8		
Shows examples of Guard Impact (Program development, volunteer recruitment)	0 – 8		
Training / Awards (for those awards which applies)	0 – 5 or NA		
For Unit Awards <b>ONLY</b> Meets Unit Award Criteria	0 - 6		
Shows community involvement and impact	0 - 4		
Total Points			
Date Rated:        /        /			
Rep Name:			